

**MINUTES**  
**New Castle City Planning Commission**  
**Parking Study Sub-Committee Meeting**  
**April 24, 2014 – 4 p.m.**  
**City of New Castle Town Hall**

Members Present: Dr. Joanne Viola, Chair  
Heather Dunigan, WILMAPCO  
Andrew Hayes  
Jonathan Justice  
Richard Robinson, Chief, Good Will Fire Co.  
Gail Seitz  
Tom Whitehead

Members Absent: Lt. Adam Brams  
Albert Vannucci  
Jim Vincent

Dr. Viola called the meeting to order.

**Communications (from residents and committee members)**

- Residential Permitting Process Pilot Program – In lieu of a resident entry permit. Draft permit was discussed with Separation Day Committee and reviewed with committee. Residents of the historic area would display the permit inside their vehicles during events in the City to facilitate access into the City. The permit does not guarantee parking. Visitors would park at designated areas and be shuttled into the City. A resident asked for the definition of visitors versus residents. Residents would voluntarily pick up the cards and will need to provide proof of residency. Fire police will handle reinforcement during Separation Day.
- Concept proposals within the historic area for parking and parking improvements the Planning Commission might consider in the future – The City Planner has identified spaces that might be useful for the Planning Commission to consider followed by City Council. Dr. Viola and Ms. Seitz met with Ms. Pfeil (Planner). A Phase 1 Parking Plan was drafted and reviewed in anticipation of being presented to the Planning Commission. The plan involves five potential areas (Broad Dyke, behind tennis courts, off Third Street behind M&T Bank, Fort Casimir, Battery Park lot expansion at the foot of Third Street) owned by the City or Trustees of the New Castle Common. The City Administrator, City consultants and Parking Committee chair will be asked to prioritize the options, and define the scope (safety, landscaping, type of surface, off-site improvements, drainage, long-term maintenance, improvement costs, location, funding, and permitting.) The Planning Commission will be asked to make a recommendation to City Council.
- Mr. Vincent thinks using space on the South Street side of the tennis courts might create problems for residents west of the tennis courts. Adding more parking might add more traffic and congestion. Mr. Robinson has suggested one-way traffic on Third Street. Adding more parking in the area will add to congestion and could present problems for fire department emergency vehicles. This is a traffic issue that should be addressed by City Council.
- The issue of flooding needs to be looked into by professionals. Existing drainage limitations will be considered when looking at possible impacts parking areas would have on the respective area(s).

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- A resident of West Third Street submitted a letter to the committee and City expressing her concerns with additional parking on West Third Street. The resident proposes using the paved parking area of the former Brosius-Eliason on South Street.

The Phase 1 Plan creates an estimated 134 parking spaces. Much of the existing parking downtown is used by employees of downtown businesses. A goal of this committee is to provide parking for those employees and additional parking for residents in rental properties while not inconveniencing residents.

Floor opened to the public for comment.

Discussion included the distance people must walk to venues and amenities, whether a parking issue exists, traffic issues, economic revitalization, increase of visitors, flooding issues, private parking lots at downtown churches (shared parking), funding, and the parking survey. Mr. Justice encouraged residents to make their comments and suggestions to the Planning Commission. Signage could help visitors feel more comfortable about the location of their destination.

A resident wondered if Delaware Street businesses have been approached asking employees to park a short distance from their place of work.

Dr. Viola will look into including the Parking Sub-committee on the City's Website. Mr. Whitehead said that drainage on all the noted sites can be remedied using retention swales. He believes the City needs municipal parking.

There being no further business to discuss the meeting was adjourned at 5:08 p.m.

Debbie Turner  
Stenographer

*(Stenographer not present at meeting; minutes prepared from recording.)*